



**BARBER,
CORRECTIONAL FACILITY (CF)**
Final Filing Date: Continuous

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
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EXAMINATION BASE	DEPARTMENT OF CORRECTIONS AND REHABILITATION SPOT EXAMINATION FOR:
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SEE ATTACHED LISTING

WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR for this classification in the past 12 months. Applications will not be accepted on a promotional basis.
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HOW TO APPLY	Submit Examination Applications https://jobs.ca.gov/pdf/std678.pdf to one of the address(es) indicated on the attached listing of Local Testing Offices. Applications may be filed in person or by mail. NOTE: The wearing of denim or gray sweats on institution grounds is prohibited. NOTE: Only applications with an original signature will be accepted.
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APPLICATION DEADLINE/ REQUIREMENTS	Each testing office will accept applications continuously and will notify and test applicants as needs warrant. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.
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TEST DATE	To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.
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SALARY RANGE(S)	As of: <u>November 12, 2015</u> \$2,583 - \$3,233
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MINIMUM QUALIFICATIONS	<p>Possession of a valid Barber Certificate issued by the California State Board of Barber Examiners (currently known as the California Board of Barbering and Cosmetology) to practice barbering in California.</p> <p>Special Personal Characteristics: Neatness, cleanliness, carefulness, sympathetic understanding of and willingness to work with inmates, youthful offenders, residents, or patients in a State correctional facility; and freedom from communicable diseases.</p> <p>Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>Applicants must show their Barber Certificate number, title, and expiration date on their Examination Application (Std. Form 678).</p> <p>OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p>
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EXAMINATION PLAN	This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.
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Qualifications Appraisal -- Weighted 100.00%

- Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:**
1. Equipment, materials, and methods used in general barbering work.
 2. Modern aseptic methods.
 3. Care of barbering equipment.
 4. Shop sanitation.
 5. Problems of instructing, supervising, and dealing with persons committed to a State correctional facility.

EXAMINATION PLAN (CONTINUED)	<p>B. Skill in:</p> <p>1. Performing general barbering work.</p> <p>If conditions merit, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
ELIGIBLE LIST INFORMATION	<p>A separate eligible list will be established to fill vacancies for the institution(s) on the attached listing. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires 24 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
POSITION DESCRIPTION AND LOCATION(S)	<p>A Barber, CF, under direction in a State correctional facility in the Department of Corrections and Rehabilitation, performs general barbering services; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; cuts hair of male and female inmates, youthful offenders, residents, and patients; supervises and instructs these persons in barbering methods and in barbershop sanitation; sharpens and sterilizes barber tools; requisitions supplies, and keeps the barbershop clean and sanitary; in a hospital setting, a Barber also shaves inmates, youthful offenders, residents, and patients; assists persons to and from the barber chair; makes change and writes receipts for money received; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates, youthful offenders, residents, or patients for contraband, such as weapons or illegal drugs; and performs other related work.</p> <p>Position(s) exist within the institutions listed on the attached listing.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
VETERANS' PREFERENCE/ CAREER CREDITS	<p>Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.</p>

GENERAL INFORMATION

Veterans' Preference: California law allows the granting of Veterans' Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

LOCATION PREFERENCE SHEET

☐ NORTHERN CALIFORNIA YOUTH
CORRECTIONAL FACILITY
P.O. Box 213004
Stockton, CA 95213-9004
(209) 944-6181

☐ VENTURA YOUTH CORRECTIONAL
FACILITY
3100 Wright RD
Camarillo, CA 93010
(805) 278-3724